

County of Monroe

The Florida Keys



BOARD OF COUNTY COMMISSIONERS

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Mayor Pro Tem Heather Carruthers, District 3
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Employee Services Division
Human Resources
The Historic GATO Cigar Factory
1100 Simonton Street, 2nd Floor
Key West, FL 33040

Posting Date March 12, 2015

MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **MAINTENANCE WORKER 3, FACILITIES MAINTENANCE, KEY WEST** IS NOW OPEN AT PAY GRADE **105** SALARY, **\$30,835.89 - \$47,795.63 /40 HPW.**
(DEPENDING ON QUALIFICATIONS)

- VETERANS PREFERENCE AVAILABLE: ☒ YES ☐ NO
- SAFETY SENSITIVE POSITION: ☐ YES ☒ NO
- GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) ☐ YES ☒ NO

THIS POSITION: ☐ IS A CAREER SERVICE STATUS POSITION
☒ IS NOT A CAREER SERVICE STATUS POSITION

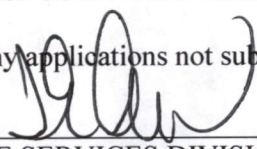
In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


EMPLOYEE SERVICES DIVISION DIRECTOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
PWFM033

p.f.

MONROE COUNTY

JOB DESCRIPTION

Position Title: MAINTENANCE WORKER 3

**Reports to: Facilities
Maintenance/Parks & Beaches:**
Administrator of Building
Maintenance; **Road Dept.:**
Supervisor of Roads & Bridges

Position Grade: 105

FLSA Status: Non-Exempt

Class Code: 105-1

GENERAL DESCRIPTION

Primary function is performing day-to-day maintenance and repair of County Facilities, Parks and Beaches or Roads & Bridges.

KEY RESPONSIBILITIES

1. *Analyze work order requests and develop a cost effective and efficient plan in order to complete the job.
2. *Provide a list of materials with prices in order to obtain purchase order.
3. *Purchase materials with purchase orders and transport to job site locations.
4. *Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
5. *Keep work area clean and organized and use safety cones and signage when required.
6. *Complete appropriate paperwork in the performance of daily duties.
7. Prep the work area using appropriate tools for the tasks assigned.
8. Perform a variety of skilled and specialized repairs such as painting on various surfaces; carpentry repair on cabinets, doors, or furniture; plumbing repairs on landscape irrigation, toilets or sinks.
9. Maintain and repair equipment and structures in playgrounds, tennis courts, volleyball courts, ballfields, beaches, etc.
10. Operates and maintains tools machinery: Tractors, lawnmowers, trucks, hand tools, etc.
11. Prunes trees, and bushes and mows grass.
12. May act as lead over others who assist in performing job tasks.
- 13.*Other duties as assigned.

When assigned to Roads and Bridges:

1. Assists with Vector truck operations.
2. Assists with replacing and installing signs.
3. *Mows grass along roadways.
4. *Completes road maintenance.
5. *Installs and maintains culverts, drainage structures and erosion control.
6. *Stripes roadways, stop bars and cross walks.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: MAINTENANCE WORKER 3	Class Code: 105-1	Position Grade: 105
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KEY JOB REQUIREMENTS	
<i>Education:</i>	High School Diploma or GED required. Valid Florida Driver's License required. In Roads & Bridges Requires CDL B and THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING
<i>Experience:</i>	2 to 3 years minium amout of prior related work experience.
<i>Leadership:</i>	Have guidelines for work, but determine the approach for doing the work. Supervisor focuses on the outcomes of work.
<i>Complexity:</i>	Perform work that necessitates some specialized knowledge of clerical or trades-based tasks. Some of the typical responsibilities include gathering, formatting, or visually analyzing data OR operating construction or warehouse equipment (moving vans, dump trucks, front-end loaders).
<i>Decision Making:</i>	Work in a responsive environment where co-workers or citizens bring problems for resolution. Responsible for determining the problem and creating an individual solution for the issue.
<i>Relationships:</i>	Work with less than ten co-workers who are mostly engaged in the same activities.
<i>Working Conditions:</i>	Work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.
<i>On Call Requirements:</i>	May be required to provide disaster assistance during times of emergency in any capacity deemed appropriate.

APPROVALS		
<i>Department Head:</i> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Name: _____ Signature: _____ Date: _____ </div>		
<i>Division Director:</i> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Name: <u>Kevin G. Wilson, P.E.</u> Signature:  Date: <u>25 FEB 2015</u> </div>		
<i>County Administrator / Deputy County Administrator:</i> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Name: <u>Roman Gastesi / Debbie Frederick</u> Signature:  Date: <u>3/9/15</u> </div>		

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____